

Graphics

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Internet Resources for Images:

<http://www.crt.state.la.us/imagebase> (free)

<http://www.corbis.com/>

<http://www.photodisc.com/>

<http://www.eyewire.com/>

Creating the Image Bar for the Top of Your Template:

A library of cropped (sized) images is available on the DOA intranet for your use. To get to this library, navigate through the intranet pages as follows:

- DOA Intranet Home
- DOA Webmasters (selection from “Special Interests” on the navigation bar)
- Content area link to “Web Page Components Library”

The images residing in this directory have been sized to the 47-pixel height required for the images to fit within the Image Bar across the top of your template.


Within this directory, there are Image Bars (Imagebar1 through Imagebar10) available for your use. However, if you choose to create your own Image Bar, follow the instructions below.

Creating an Image Bar and Sizing Images:

You can use most image editing software to create/modify images to use on your Image Bar. However Microsoft Photo Editor is part of the Office 2000 suite of tools installed on all DOA PC's. To get to Microsoft Photo Editor, go to **Start, Programs, Microsoft Office Tools**, then **Microsoft Photo Editor**.

The dimension of the Image Bar is 720 pixels (width) x 47 pixels (height). It is composed of concatenated images with a white line image (1 pixel x 47 pixels) between them. To create the Image Bar (which you will insert your smaller images into), go to File, then New. For Image Type, select True Color. Set resolution to 72 dpi. Set unit to pixels. Set width to 720. Set height to 47. Click on OK.

To create a line to place between your images, go to **File**, then **New**. For Image Type, select **Monochrome**. Set Resolution to 72 dpi. Set Width to 1. Set Height to 47. Set Unit to Pixels. Set color to white, and then click on OK. Save line image.

Open up Microsoft Photo Editor. Open the first image file that needs to be sized. Click on the Select button  on the toolbar. Draw a box around the portion of the image that you want to use. Then go to **Image**, then **Crop**. When cropping the image, make sure that the Corners option is set to 0. Once the image has been cropped, it will need to be re-sized to a 47-pixel height. To re-size, select **Image**, then **Resize**. Change the height to 47, change unit to pixels, and the width will adjust accordingly. Continue this process for all images that you plan to use on your Image Bar. The width of the images is not critical at this point, because they can be resized as necessary when inserting into the final Image Bar.

When all images have been sized to a 47 pixel height for the Image Bar, go to **File**, **Open**, and open up the first image that you want to insert (which has already been sized to a 47 pixel height). Copy image, and then go back to the white Image Bar window, and paste image into the Image Bar. Then open up your next image, and paste onto the Image Bar. Once all images have been inserted into the Image Bar, paste the white line image between each image.